

REQUISITION NO:	<u>00C0698354</u>		DATE POSTED:	<u>12/16/13</u>	
POSITION NO:	<u>203122</u>		CLOSING DATE:	<u>12/30/13</u>	
POSITION TITLE:	<u>OFFICE SPECIALIST</u>				
DEPARTMENT NAME / WORKSITE:	<u>00C / Credit Services Department - Window Rock, AZ</u>				
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>Y58A</u>
WORK HOURS	<u>8:00am - 5:00pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>40</u>
		SEASONAL:	<input type="checkbox"/>	\$	<u>23,420.80</u> PER ANNUM
		TEMPORARY:	<input type="checkbox"/>	\$	<u>11.26</u> PER HOUR

Provides secretarial support to the Administration, Lending, Collection and Accounting sections of the Department. Answers telephone calls, routes, and/or takes messages; provides customer services to the general public inquiring about the loan program filing requirements, loan payments, and referring customers/visitors to appropriate staff for assistance; responds to routine inquiries that requires judgment in determining the type of information that may be released; composes, types routine correspondence, reports, labels and forms; maintains electronic, and/or, hard copy filing system by setting up files, filing new documents, purging and updating. Records incoming loan payments, via mail or walk-ins, and delivers to Cashiers Office for receipting purposes.

Arrange meetings and conferences; makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; receives PAFs for clearances; tracks and maintains data for quarterly reports; Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; may coordinate the work of others and train new employee.